

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Assistant Superintendent of Utility Division****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Assist in the management of water or wastewater division. Manage complex operations, including responsibility for personnel and meeting performance standards, safety regulations and budgets. Responsible for implementation of city and departmental policies and procedures, and performing administrative and customer service related duties.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Assist in the management of personnel by conducting divisional staff meetings, assisting with staff selection, training, scheduling, development, preparing and evaluating employee's performance evaluations, and coordinating and directing supervisors.
2	L	Assist with directing departmental operations by overseeing and reviewing the installation and repair of water mains, wastewater infrastructure, meter vaults, plant improvements, pump stations and other facility maintenance and repair. Ensure that all applicable safety, personnel and operational rules/regulations are followed.
3	L	Performs administrative duties, including the preparation of operating and performance indicator reports. Assist with the preparation of the divisional budget.
4	L	Addresses problems associated with maintaining existing and installing new utility infrastructures by consulting systems plan specifications and conferring with various directors, engineers, consultants, and vendors.
5	L	Assist in developing and implementing departmental policies, procedures, goals, objectives and annual budget.
6	L	Respond to citizen's inquiries and concerns.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature. Knowledge is normally acquired through two years of college, or technical, business, vocational, or correspondence schools, resulting in an associate's degree or equivalent.
Experience	Seven years experience.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read equipment manuals, construction specifications, policy manuals, letters, and regulations.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, memos, letters, emails, budget preparation, and employee evaluations.
Managerial	Managerial responsibilities include manage the work of subordinate supervisors in the maintenance/repair/installation of water or wastewater systems including pumps and treatment equipment, mains and maintenance to the city's reservoirs. Plan and oversee all projects associated with in-house work. Performs complex assignments with little supervision. Assignments may be reviewed upon completion, with performance being reviewed periodically.
Budget Responsibility	Responsible for assisting in the management of the operating budget of a major division.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Interacts continuously with customers, employees, and others. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings are routinely conducted with employees, customers, brokers and sales representatives.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Worksite or field locations, inter-office
Sitting	F	Worksite or field locations, inter-office, meetings, computer maintenance
Walking	F	Worksite or field locations, inter-office, to/from buildings
Lifting	O	Maps, charts, job specifications
Carrying	O	Books, maps, charts, job specifications
Pushing/Pulling	R	Books, maps, job specifications
Reaching	R	Supplies
Handling	R	Books, maps, job specifications, supplies
Fine Dexterity	F	Computer keyboard, calculator
Kneeling	O	Worksite or field locations
Crouching	R	Worksite or field locations
Crawling	N	
Bending	O	Worksite or field locations
Twisting	R	Worksite or field locations
Climbing	O	Worksite or field locations
Balancing	O	Worksite or field locations
Vision	C	Computer, desk work, worksite or field locations
Hearing	C	Telephone, co-workers, staff, vendors, public, meetings
Talking	C	Telephone, co-workers, staff, vendors, public, meetings
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Vehicle, computer, printer, fax machine, copy machine, telephone, scanner, City-supported software applications to include budget and work management tracking programs.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	W	Dirt and Dust	W	Office Environment	X
Chemical Hazards	S	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	M	Noise and Vibration	W	Shop	--
Fire Hazards	N	Fumes and Odors	M	Vehicle	--
Explosives	N	Wetness/Humidity	S	Outdoors	X
Communicable Diseases	N	Darkness or Poor Lighting	S	Other (see 1 below)	X
Physical Danger or Abuse	M				
Other	N				

(1) Project sites

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, steel toed shoes, safety vest, protective eyewear, ear protection, gloves, first aid kit, gas/air monitor.

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other	N